

THIS HANDOUT IS INTENDED TO ASSIST YOU WITH:

HISTORIC DISTRICT SIGNS (INCLUDING AWNINGS)

ORDINANCE & SUBMITTAL REQUIREMENTS

STAFF REVIEW OF SIGNS IN ALL HISTORIC DISTRICTS ***

(Apply for building permit in Room 105 and your project will be routed to the appropriate staff).

EXCEPTION: HISTORIC DESIGN REVIEW BOARD (HDRB) REVIEWS ALL AWNINGS AND ANY PROPOSED SIGNAGE THAT DOES NOT COMPLY WITH SFCC 14-70.27 THROUGH 14-70.70. PLEASE REQUEST HDRB APPLICATION FROM ROOM 104.

THREE COPIES OF DRAWINGS TO SCALE OF THE FOLLOWING REQUIRED:

- a) Staff review - any scaled size; and
 - b) H-Board review (if applicable) - one size to scale and two copies reduced to an 8½ x 11" format. (Apply in Room 105 with three scaled copies once the H-Board has approved your signage).
1. Site Plan or Survey showing location of existing structures. (Site plan is a drawing/survey of the property boundaries, existing buildings and structures/walls on site, showing the street the building fronts on and closest cross street.
 2. Scaled Elevation Drawings or Photographs of building to receive the sign(s) and location where sign(s) will be placed. If photographs are provided, dimensions/distances must be noted on the photo as to location of the signage. (Instamatic photographs are fine).
 3. Drawing of the Sign noting the following information on the drawing:
 - a. Type of sign (eg. free-standing, hanging, wall projecting).
 - b. Dimensions of sign (length, width, thickness) and materials (wood, metal, etc.).
 - c. Type, style and dimensions of letters.
 - d. Colors of sign/letters; samples helpful, but not required.
 - e. Method of installation.
 - f. Number of signs to be installed.
 - g. Lighting (indirect only; no neon or exposed or direct lighting).